



MIRPUR UNIVERSITY OF SCIENCE & TECHNOLOGY, (MUST)
ANNUAL CONFIDENTIAL REPORT

(ADMIN OFFICER/ACCOUNTANT/SUPERVISOR/ SENIOR AUDITOR etc.)

Name of Office/Dept./College/Institute _____

Report for the period form _____ to _____

PART-I

Name: _____ Date of Birth _____

Designation: _____ BPS _____ Basic Pay _____

Date of entry into University Service _____ Qualification _____

Training course attended, if any, _____

Nature of Duties on which employed _____

PART-II

Sr.#	(A) Performance	A1	A	B	C	D	Remarks
1.	Regularity and punctuality in attendance and place of duty						
2.	Knowledge of procedure and regulations about his profession.						
3.	Capacity for ensuring prompt disposal of work.						
4.	Submission of cases in proper order.						
5.	Ability of (i) Difficult cases Handle (ii) Simple cases						
6.	Maintaining Discipline in the Section.						
7.	Standard of work (a) Quality (b) Output						
(B) Superintendence of Work							
8.	Capacity of train/help and advice less experienced staff.						
9.	Allocation of work so that no man is unduly burdened.						
10.	Maintenance of record (including recording and indexing).						
11.	Maintenance of tidiness in premises.						
(C) Personal Traits							
12.	Intelligence						
13.	Perseverance and devotion to duty						
14.	Co-operation and tact						
15.	Amenability to discipline						
16.	Integrity						
17.	Trustworthiness in confidential and secret matters						

Note: The rating should be recorded by initiating the appropriate box.

"A1" Very Good "A" Good "B" Average "C" Below average "D" Poor.

PART-III

(Appraise in the present grade by initiating appropriate columns below)

Grading	Reporting Officer	Countersigning Officer (One)	Countersigning Officer (Second)
i) Very good (A1)			
ii) Good (A)			
iii) Average (B)			
iv) Below Average (C)			
v) Poor (D)			
FITNES FOR PROMOTION			
Fit for promotion in his turn			
Not fit for promotion			
Unlikely to Progress Further			

PART-IV

GENERAL REMARKS OF THE REPORTING OFFICER

Date: _____

Signature _____

Name: _____

Designation: _____

PART-V

REMARKS OF THE COUNTERSIGNING OFFICER (one)

Date: _____

Signature _____

Name: _____

Designation: _____

PART-VI

REMARKS OF THE SECOND COUNTERSIGNING OFFICER

Date: _____

Signature _____

Name: _____

Designation: _____